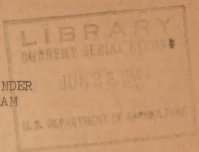


Issued June 13, 1944

UNITED STATES DEPARTMENT OF AGRICULTURE
AGRICULTURAL ADJUSTMENT AGENCY

SOUTHERN REGION BULLETIN 803

INSTRUCTIONS FOR DETERMINING PERFORMANCE UNDER
THE 1944 AGRICULTURAL CONSERVATION PROGRAM

GENERAL. State Letters Numbers 1097 and 1161 set forth the methods to be used in reporting performance for winter cover crops and tobacco. General instructions for obtaining performance reports for conservation practices other than winter cover crops are contained herein. Where practicable, the reports should be obtained progressively as the practices are completed. The county committee shall determine the proper time when farmers visiting the county office for other reasons should be requested to report completion of certain practices; for example, farmers visiting county offices during June should be requested to report the disposition of small grain previously reported as a cover crop. Reports not obtained by this method may be obtained by requesting the farmer to report his practices to the community committeeman or to the county office within a reasonable time after the practice is completed, so that if advisable the practice may be inspected to determine that it meets the practice specifications.

The farm operator will be responsible for reporting the practices on his farm. His report on the extent of the practices must be based on measurements as defined in the following paragraph regardless of the rate of payment for the practice.

The extent of a practice will be considered as measured if (a) the operator can identify the area on a scale map or enlargement from which the acreage can be computed; (b) he identifies the acreage as that of a previously measured plot or field on record in the county office; (c) he determines the principal dimensions of the practice by methods of measurements acceptable to the county committee; or (d) he determines the acreage of the practice by subtracting from the measured acreage in the field the estimated acreage of small irregularly shaped plots not devoted to the practice. Any combination of these methods of measurement will be acceptable.

It will be necessary to furnish the farmer clerical assistance in interpreting maps, scaling distances, computing acreages, looking up acreage records for fields previously reported, and in filling out his report of performance. This assistance may be furnished at the county office or at community headquarters. Where at all practicable, the community committeeman should be the person who assists the farmer in filing his report.

Committeemen or clerical employees assisting the operator in reporting his performance must thoroughly understand the provisions of the practice

specifications. It is suggested that a school of instruction for community committeemen be held before they assist farmers in filing performance reports. These persons must be furnished with a practice specification check list developed by the State office. When assisting the operator in reporting performance, these persons must bring to his attention all of the practice specifications. It must be definitely established that a practice was carried out during the program year and is not a duplication of a practice previously reported.

In the case of practices reported in terms of weight of seed or materials (other than that furnished by the AAA as conservation materials), invoices, receipts, or acceptable written statements showing the quantity of seed or material and the source from which it was obtained must be filed with the report to support the statement of the operator as to the extent of the practice. The disposition of all conservation materials, whether furnished under the 1944 program or carried over from a prior program, must be reported.

Practices such as the construction of terraces, dams, and ditches, after being reported by the operator, must be inspected by a representative of the county association unless the operator's report is supported by a written report by a professional agricultural employee of a government agency showing to the satisfaction of the county committee that the practice specifications have been met.

Performance data for practices carried out with conservation services may be obtained from inspection reports filed in connection with the vendor's claim for payment. Performance data for additional work required to complete the practice, such as seeding a meadow strip, should be reported by the operator.

Filling Out Performance Reports. Reports of performance for conservation practices shall be made on Form 44-SR-30, "Performance Report - 1944 Agricultural Conservation Program."

Heading. Enter the 1944 farm serial number in the space provided.

Section 1. Where the reports are not being prepared at the county office, enter in columns A, B, and C, Section 1, a record of the materials and services furnished to producers on the farm. This should be done before the operator is interviewed.

It is not necessary to fill out Section 1 prior to the time the report is made, if the report is being taken in the county office where Form SRS-24, showing the materials and services furnished to the farm, is available. However, proper entries to show the disposition of all conservation materials (including carry-over materials) and services not accounted for in Sections 2 and 3 must be made in Section 1 at the time the report is filed.

Section 2 and Section 3. (Practices subject to a special allowance shall be entered in Section 2.)

Enter the data in the proper section as follows:

Enter in column A the field number, if available. If not available, enter at a later date when the farm map is available. Enter in column B a complete description of the practice. Use more than one line if necessary. Material furnished by AAA under the 1944 program must be identified by "AAA" following the name of the material. "Carry-over" material furnished by the AAA under a prior program shall be identified by "C.O." following the name of the material. If the practice was carried out in whole or in part, as a conservation service furnished by the AAA, also enter in column B a brief statement of the additional work done by the farmer to complete the practice or if no additional work on the part of the farmer was required to complete the practice, a statement to that effect.

Enter in column C the name and address of each person who contributed to the expense of carrying-out the practice, using a separate line for each person. The first name, middle initial, if any, and last name of the producer together with his complete mail address must be shown.

Enter in column D a symbol such as "L" for labor, "M" for materials, "S" for seed, and "E" for equipment, to show the person's contribution to the expense of carrying out the practice.

Enter in column E the practice number.

Enter in column F the extent of the practice.

The instructions for entries, if any, to be made in columns G, H, and I, will be issued as part of the instructions for preparing applications for payment. No entries should be made in columns G, H, and I, pending receipt of such instructions.

Where any of the cost of carrying-out the practice was incurred by a State or Federal Agency other than the AAA, as set forth in Section 1, E, of the 1944 Handbook, a detailed showing as to the contribution by the State or Federal Agency shall be entered in the next line below the entry for the practice and the total extent of the practice shall be entered in column B. If the contribution (other than equipment furnished by the Soil Conservation Service) made by the State or Federal agency other than AAA was fifty percent or more of the total cost of carrying out the practice, make no entry for the practice in column F otherwise enter one-half the actual extent of the practice in column F.

Summarize the performance data for practices which may have been recorded on another form designated by the State office and enter this data in Section 2 or 3. Terraces, dams, and ditches, for instance, require a special report accompanied by sketches, so that it is not practicable to enter all of the data in Section 2 or 3.

Section 4. Enter additional remarks, if necessary, to explain the completion of a practice, failure to maintain a prior program practice or any other information needed in connection with the report. In Oklahoma and Texas, if there are more than 640 acres of noncrop open pasture or rangeland in the farm and practices were carried out on such land, enter in

Section 4 a statement showing whether any such land was overgrazed in 1944. If any such land was overgrazed in 1944, draw a line through each practice listed in Sections 2 or 3 which was carried out on noncrop open pasture or rangeland.

The report must be signed by the farm operator and the person assisting him in filling out the report in the spaces provided and the date of the of the report entered in the space provided.

Form 44-SR-81. Enter in Section 5, "Production Practice Allowances," notations of changes in the applicable acreages of cropland, pasture land, or commercial orchards on the farm which will affect the data on which 1945 farm allowances may be computed.

Enter in the "cropland" line of column A, the acreage of land on the farm tilled or in regular rotation in 1944.

Enter in the "pasture" line, of column A, the acreage of noncrop open pasture land (fenced pasture if so specified on the form) on the farm in 1944.

Enter in the "orchard" line of column A, the acreage of commercial orchards on the farm in 1944.

Where the entry in column A for cropland, pasture, or commercial orchards is not the same acreage as shown in column B for the particular land use, enter in Section 4, Form 44-SR-30, or on an attached statement, a detailed explanation accounting for the change.

Review of Performance Reports. The county administrative officer shall review currently a portion of the reports received to determine that satisfactory reports are being obtained. The reports not taken by a community committeeman must be reviewed and approved or disapproved by the applicable community committeeman. The signature of the committeeman, if he approves the report, shall be affixed below the space provided for the signature of the farm operator in Section 4 of Form 44-SR-30.

If a community committeeman, county committeeman, or county administrative officer in reviewing these reports has any question as to the accuracy of the report which cannot be satisfied by calling on the operator for additional information, the report shall be checked at the farm by a committeeman or by an employee of the county office. Every effort should be made through utilization of community committeemen to inspect as many practices at the farm as the county committee feels necessary to insure proper administration of the program. These spot checks shall be made at the proper time to show the accuracy of the reports for each practice, including winter cover crops, summer legumes, mechanical practices, and the application of materials.

Written reports must be made and kept on file in the county office to show the results of the spot checks. Where the spot check shows that the operator's performance report is correct, the spot check report may be a signed statement entered in the margin or in the unused space in Section 2

or Section 3 below the list of practices of Form 44-SR-30, such as, "Checked practice No. 7 and 8 reported by John Doe, July 28, and found his report to be correct." /s/ R. Roe, 8/8/44.

Where errors are found in the report that can be corrected by simple notations (such as a correction of the field number, a minor change in acreage, or a correction of a practice number), the report should be corrected, properly initialed, and a signed statement entered in the margin of the report to show that the farm was spot-checked and that certain errors were found. If serious errors are found such as a practice not carried out as reported, the effect of a practice destroyed, or a producer's interest omitted, a detailed written report of the spot check showing the correct performance for the farm must be filed in the county office. A list of the spot checks made, showing the farm number, date of the report, and date of the spot check should be kept in the county office.

State office representatives should review and spot check enough performance reports to ascertain the adequacy of the performance methods used and the results obtained.

Some of the spot-check work should be done at the most effective time to find out the condition of the work before applications for payment are submitted. The reports should be examined for an indication as to whether the farmers were informed about the practice specifications at the time the reports were prepared, whether the reports have been carefully reviewed by community committeemen and the county office personnel, and whether the spot checking done by the county is adequate. If errors are discovered, the apparent cause of the erroneous reports should be determined and corrective measures must be put into effect.

It will be necessary for State office representatives to review some of the performance reports after applications for payment are processed, in order to determine that no unwarranted revision of the reports have been made after performance was reported. The State office shall furnish each county office copies of a conservation practice check list to afford an adequate basis for seeing that the farmer understands the practice specifications and that the person who assists the farmer in filing his report has sufficient information to support his opinion as to whether the practice has been properly carried out.

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B. D. Walker

Director, Southern Division

